



## COMMITTEES – DUTIES AND DESCRIPTION

The Standing Committees of the Association shall be as follows:

### **Rep Coach Selection Committee**

Chair – 1<sup>st</sup> Vice-President

Members - President, 2<sup>nd</sup> Vice-President, Coach Coordinator and appointed by the Board.

Duties:

- Interviewing and selecting coaches for Rep teams subject to the concurrence of the Board, where possible prior to the commencement of player evaluations.
- Ensuring qualified evaluators conduct player evaluations for Rep camp assignment.
- Following established Association policies and procedures for Rep hockey appeals for Rep hockey.

### **Budget/Finance Committee**

Chair - Treasurer

Members - President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary, Registrar, Ice Scheduler, Referee-in-Chief, Tournament Director, Parent Auxiliary President, Equipment Manager, Coach Coordinator and appointed by the Board.

Duties:

- Review the finances and expenditures of the Association.
- Recommend to the Board any course of action they deem advisable
- Prepare a budget for the approval of the Board of Directors
- Prepare a financial statement to be submitted to the general membership at the Annual General Meeting in each year.

### **Rules and Regulations Committee**

Chair - President

Members - Secretary, Past President and appointed by the Board.

Duties:

- Review, maintain and update the Association's rules and regulations.
- Present any recommendations for amendments to the Association rules and regulations to the Board for approval.

### **Discipline Committee**

Chair - A member of this Committee appointed by the members of this Committee.

Members - Two members of the Board and three adult members of the Association as appointed by the Board no later than October 1 each year.

Duties:

- Review recommendations by the Coach Coordinator or Divisional Managers or other Members of the Board that concern discipline or suspension recommended against any team, player, team official, association member or any other person governed by these by-laws.



- Review recommendations within seven (7) clear days excluding Statutory holidays of the Chair of this Committee receiving such recommendation.
- Rule on such recommendations within the same seven day period, where possible to endeavour.
- Ensure the minimum number of members of this committee to be not less than three at any given meeting of the committee.

### **Appeals Committee**

Chair - A member of this committee appointed by the members of this Committee

Members - Three members of the Board and two adult members of the Association as appointed by the Board no later than October 1 each year.

The responsibilities of this Committee are:

- Review appeals against Discipline Committee decisions within seven (7) clear days excluding statutory holidays of the Chair of this Committee receiving such appeal.
- Rule on such recommendations within the same seven day period, where possible to endeavor.
- Review pro-tem suspensions issued by the President within seven (7) clear days excluding statutory holidays of the Chair of this Committee being notified of the pro-tem suspension.

### **Program Development Committee**

Chair - Second Vice-President

Members – Coach Coordinator, Division Managers and as appointed by the Board.

Duties:

- Establish criteria for on and off ice skills development within each age group according to the Association's policies and procedures.
- Develop and maintain a program, which will be consistent with the purpose of the association as set out in the constitution.

### **Recreation Hockey Committee**

Chair - Second Vice-President

Members – Coach Coordinator and Division Managers and as appointed by the Board.

Duties:

- Follow the established Association policies and procedures related to Recreation hockey.
- Recommend Recreation program changes to the Board for approval.

### **Nominating Committee**

Chair - As selected by the committee

Members – 3 members of the Board of Directors

Duties:

- Acquire names of members who are willing to let their name stand for elected positions of the Board.



- Submit names of nominees to the Board at least one week prior the Annual General Meeting.
- Carry out the Board Appointment Process and recommend board appointments to the Board.

The Board may establish other committees deemed necessary to carry out the work of the Association. These committees may include:

- Ice Contract Committee
- Promotions Committee
- Tournament Committees

Note: Discipline and Appeals Committee duties and responsibilities are located in Section D.